

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5D-01, 02, 03
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Library Services		
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APPROVAL: Bridget Skaggs Brown	, COMMISSIONER	

I. POLICY

Library services shall be provided and made available to youth in DJJ Regional Detention Centers.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. DJJ shall have responsibility for the acquisition of furnishings and materials for the establishment and ongoing maintenance of on-site library services. Available space with appropriate lighting shall be set up to contain bookshelves and tables and chairs.
- B. The On-Site School Administrator, or designee, shall have primary responsibility for the oversight and coordination of on-site library services, to include having available a qualified person to coordinate and supervise library services, coordinate matters such as selection and acquisition of new materials, and ensure services are provided on a regular schedule. Local libraries or bookmobile services may be accessed as appropriate.
- C. The library shall provide all residents access to a varied collection of general and specialized reference materials and various levels of educational and recreational books, magazines, etc. Reading materials shall reflect racial and ethnic interests and shall be age-appropriate for various levels. The following guidelines shall assist in defining the principals, purposes and criteria used in the selection and maintenance of library materials:

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1. Materials shall support and be consistent with the goals and objectives of the Regional Juvenile Detention Center;
 2. Materials shall meet high standards of quality in content and presentation;
 3. Materials shall foster respect for all people;
 4. Materials concerned with racial, religious, sexual or ethnic differences shall be free from stereotypes, caricature, and other characteristics likely to misrepresent, offend or defame particular segments of the population.
- D. The library collection shall remain current and youth shall have designated times to choose books to read. Library hours shall be coordinated with the program activities schedule.
- E. Reading materials shall be kept in leisure-time areas (i.e. dayrooms) to encourage and provide juveniles the opportunity to read. These materials shall augment, but not supplant, library services.
- F. Surveys of the youth population shall be conducted at least annually by the Superintendent or designee to determine the needs and selection of books, materials and programs.
- G. An annual review of the library program shall be conducted by the Superintendent or designee to determine what modifications may be desired to improve the program.

V. MONITORING MECHANISM

The On-Site School Administrator in collaboration with the Superintendent monitor this activity. The Division of Program Services shall conduct, at minimum, annual program audits.